



Passport Application Checklist

City Hall Northwest: 1775 - 12th Ave NW, 2nd Floor (next to Holiday Inn in Issaquah)

Disclaimer: This information is provided as a courtesy only, and is not intended to describe all the passport rules and procedures set by the Federal Government. For additional information, please visit the official U.S. Department of State website, travel.state.gov/passport.

Please bring all of the following:

All applicants and parents of minor applicants must be present.

- Completed DS-11 Passport Application** in black ink BEFORE ARRIVING FOR APPOINTMENT
- One 2x2 Passport photo** or
 - Passport photo services are available on site for \$10.00 per applicant
- Primary Evidence of US Citizenship and Photocopy of front and back**
 - Certified Birth Certificate
 - Previously issued, undamaged U.S. Passport
 - Naturalization Certificate
 - Consular Report of birth abroad
 - Certificate of Citizenship
- Primary Identification and Photocopy of front and back**
 - Valid Washington State Driver's License or Washington State issued photo I.D. (not temporary I.D. or learner's permit)
 - Current U.S. Passport / Foreign Passport (cannot be used as both primary evidence of citizenship and primary I.D.)
 - Naturalization / Citizenship Certificate
 - Federal Agency I.D.
 - Valid Military or dependent I.D.
 - Permanent Resident Card
- Passport Fees**
 - A separate check or money order is required for each application. An additional check is required for the City's processing fees.
 - Please visit travel.state.gov/passport for current passport and processing fees.

SPECIAL REQUIREMENTS FOR MINORS

For minors under age 16, **MINOR AND BOTH PARENTS OR LEGAL GUARDIANS MUST APPEAR AND:**

- Submit evidence of minor's U.S. citizenship & **provide a photocopy of front and back**
- Submit evidence of minor's relationship to parents/guardians & **provide a photocopy of front and back**
- Parents/guardians must present I.D. & **provide a photocopy of front and back**
- Renewals of Children (15 and under) require Certified Birth Certificate **AND** previously issued Passport.

For minors age 16-17, **MINOR AND ONE PARENT OR LEGAL GUARDIAN MUST APPEAR AND:**

- Submit evidence of minor's U.S. citizenship & **provide a photocopy of front and back**
- Present primary I.D. & **provide photocopy of front and back** (student I.D. acceptable)
- Parent/Guardian must present identification & **provide photocopy of front and back**